



DEPARTMENT OF THE AIR FORCE  
6TH AIR MOBILITY WING (AMC)  
MACDILL AIR FORCE BASE FLORIDA

20 August, 2004

MEMORANDUM TO: MacDill Officers' Club Members/Guests

FROM: CLUB MANAGER

SUBJECT: GATE ACCESS PROCEDURES

The following changes have been made to the base access procedures. All changes are effective immediately and must be followed to ensure compliance with base security regulations.

The following identification requirements must be provided to the catering department to ensure all guests are able to access the base without any delay. The host (club member) will provide a list of invited guests, typed in the same format as the attached Security Police memorandum. Please be sure to include all the listed information most importantly the printed name and signature of the person/persons sponsoring the event.

\*All guest lists must be returned to the catering department two weeks prior to the event date to provide enough time for approval from Security Police.

**Adult Guest (over the age of 18years)**

Full Name  
Drivers' License and state of issue

**In the event that your guest does not have a Drivers License, the following identification must be provided.**

Full Name  
Date of Birth (DOB)  
Social Security Number (SSN)

**Guests under the age of 18**

Minors can be sponsored by any adult who provided the above identification and has been cleared by security police.

CAROLINE RICE  
Club Manager



DEPARTMENT OF THE AIR FORCE  
6TH AIR MOBILITY WING (AMC)  
MACDILL AIR FORCE BASE FLORIDA

Date

MEMORANDUM FOR 6 SFS

SUBJECT:

LOCATION:

DATE/TIME:

Visitors: (in Alphabetical order)

Public, John Q.

Schmuckatelly, Joe E.

Driver's license # and State of Issue

FL P123456789876

FL S987654321234

**Acknowledgement of Responsibilities**

\_\_\_\_\_ I will ensure guests provide the gate guard with a photo ID, the name of the event, and name of the sponsor. *No entry will be granted without a photo ID.*

\_\_\_\_\_ I will ensure guests proceed directly to and from the event. *Guests observed in areas outside the direct route to and from the event will be escorted off base immediately. Random base tours are not authorized.*

\_\_\_\_\_ I will ensure guests are under a sponsor's control at all times while on the installation. *Sponsors are responsible for the actions of guests.*

\_\_\_\_\_ The event may be cancelled at a moments notice due to unforeseen circumstances or an increase in Force Protection Conditions.

\_\_\_\_\_  
Printed rank/ name/organization/contact phone number

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Police Services Representative

\_\_\_\_\_  
Date